



SEASONAL JOB DESCRIPTION

LIBERTY PARKS AND RECREATION

Sports

Complex Supervisor

GENERAL STATEMENT OF DUTIES:

The candidate will complete a variety of tasks associated with the supervision of sports leagues and tournament rentals at Capitol Federal® Sports Complex. The candidate will follow procedures to successfully facilitate a positive experience for all users. Good communication skills and ability to coordinate staff effectively are required.

SUPERVISION RECEIVED:

Works under the supervision and direction of the Recreation Coordinator - Sports

SUPERVISION EXERCISED:

Supervises concessions staff

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES—*important responsibilities and duties may include, but are not limited to the following:*

Essential Duties and Responsibilities:

- Open and close the complex
- Assist in concessions when needed
- Manage weather related issues
- Direct seasonal concessions staff as needed
- Provide customer service
- Prepare daily cash deposits
- Help maintain cleanliness of the facilities

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication skills with the public, supervisors and co-workers
- Flexibility to work weekday evenings, weekends, and some weekdays
- Ability to safely drive a golf cart or Gator
- Ability to work in a fast-paced environment
- Completion of the First Aid/CPR Course in a timely manner
- Ability to lift heavy items, such as cases of food and drink
- Ability to stand for long periods of time

EDUCATION/TRAINING:

CPR and First Aid Certification

EXPERIENCE:

No prior experience needed